

DD/P

2 JAN 1957

MEMORANDUM FOR: Chiefs of Admin/Support, DD/P Staffs and Area Divisions

SUBJECT: Policy Regarding Application of Annual Leave When Travel
is Conducted by Privately-Owned Automobile Not to Exceed
Cost by Common Carrier.

1. Recently, the Finance Division, Office of the Comptroller, issued an internal Finance Division Notice which provided that, when employees are authorized travel by privately-owned automobile not to exceed cost by common carrier, annual leave would be charged for any or all of the time difference between travel time by common carrier and privately-owned automobile unless the Authorizing Officer administratively determined that such time difference should not be charged to the employee's annual leave by so indicating on the travel order.

2. Reimbursement for travel via privately-owned automobile may be authorized at the rate of ten cents per mile, either "for the convenience of the Government" or "not to exceed cost by common carrier". Responsibility for formalizing the determination as to mode of travel and reimbursement therefor rests with the officer authorized to approve travel orders. The terms of the travel order constitute the basis for payment of the resulting travel claims and, in the absence of contravention of law or regulations, are binding as to rates and basis of reimbursement for travel.

3. If it is determined that travel via privately-owned automobile will result in an advantage to the Government, based on operational or cost factors, such travel should be authorized at ten cents per mile for the convenience of the Government. If a direct advantage to the Government is not determined on the basis of operational or cost factors, the travel by privately-owned automobile should either: a. be authorized at ten cents per mile not to exceed cost by common carrier or b. not be authorized. This latter determination will be based on whether the loss of the additional time required for the employee to travel via privately-owned automobile will have an adverse effect upon the office or activity to which the employee is assigned.

4. In recognition of the fact that a privately-owned automobile is an authorized mode of transportation, and that the time factor is taken into consideration in authorizing travel by privately-owned automobile, it is administratively determined that, for travel authorized by DD/P elements, the difference in travel time between common carrier and privately-owned automobile will not be charged as annual leave. However, any time in excess of that normally allowed for travel via privately-owned automobile (i.e., time in excess of an average of 300 miles per day) will be charged to the employee's annual leave. This determination is consistent with the conclusion reached in paragraph 4 of the OGC

5. This action will eliminate the requirement for an additional provision in each travel order issued and for the issuance of amendments to travel orders when no leave charge was intended, but the original travel order did not so provide.

MR. THE DEPUTY DIRECTOR (PLANS):

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Special Support Assistant
to the
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